



Blue Lake City Council Agenda

Tuesday, July 28, 2015

Regular Council Meeting @ 7:00 p.m. to 9:30 p.m.

Community Center – 111 Greenwood
(Skinner Store Building behind City Hall)

All City Council Meetings end at 9:30 p.m. unless extended by majority vote of City Council.

1. Flag Salute/Establish a Quorum of the Council
2. Motion to Approve Agenda
3. Public Input – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
4. Appointment to Public Safety Commission (Discussion/Action)
5. Resolution No.1057: A Resolution of the City Council of the City of Blue Lake Authorizing Investment of City of Blue Lake Monies in Local Agency Investment Fund and Changing the Signators on Said Account (Action)
6. Resolution No. 1058: A Resolution of the City Council of the City of Blue Lake to Appoint a Representative to the Public Agency Risk Sharing Authority of California (PARSAC) Board of Directors (Action)
7. Consider First Reading Ordinance No. 513: An Ordinance of the City Council of the City of Blue Lake Amending of the Sewer Code of the City of Blue Lake, Article VII (Industrial Wastewaters), Section 807 (Availability of City's Facilities)
8. Mayor McCall-Wallace: City Manager Recruitment
 - a. Updated City Manager Recruitment Calendar (Attachment for Discussion and Action to Accept)
 - b. City Manager Recruitment Brochure (Attachment for Discussion and Action to Approve)
 - c. City Manager Print Production and Advertising Budget (Attachment for Discussion and Action to Approve)
 - d. City Manager Advertisements (Attachment for Discussion and Action to Approve)
 - e. Public and Press Announcement of John Berchtold's Leaving, Recruitment Efforts and Transition plan (Discussion and Action or Direction)
9. Classification of City Clerk/Utility Clerk (Discussion/Action)
10. B&B Portable Toilet Rental at Horse Arena (Discussion/Action)
11. Recommendation of Public Safety Commission to City Council: Encampments (Discussion/Action)
12. Members of the Planning Commission: Planning Commission 6-month Update
13. Mayor McCall-Wallace: Direction to Parks & Recreation Commission plus Work Plan (Discussion/Action)

14. Consent Agenda
 - a. Minutes from July 14, 2015
 - b. Recommendation to Accept Proposal from Quality Code Publishers for Codification
 - c. Timetable for Perigot Park Improvements
15. Reports of Council and Staff
 - a. Meet and Greet Deputy Crosswhite, August 3, 6-7 p.m. at Skinner Store
16. Future Agenda Items
17. Correspondence
 - a. Rancheria Invitation: Low Carbon Microgrid
 - b. Planning Commissioner John Amirkhan Resignation
18. Motion to Adjourn

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager John Berchtold, 668-5655, at least 24 hours prior to the commencement of the meeting.



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: Appointment to Public Safety Commission

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There is one vacancy to the Public Safety Commission to a term that expires on January 30, 2017.
Mr. Ramos has been invited to attend this City Council Meeting.



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PUBLIC NOTICE VACANCY ON CITY OF BLUE LAKE PUBLIC SAFETY COMMISSION

There is currently a vacancy on the Public Safety Commission. Eligible applicants can be residents, non-residents who live within the sphere of influence, or non-resident who works within City limits or the sphere of influence. If you are interested in being a part of this commission, please obtain an application from City Hall, open Monday-Friday, 9 a.m. - 4 p.m. (closed 12 - 1 p.m. for lunch).

Posted:


6/12/15

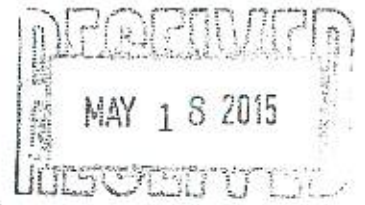


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Council/Commission/Committee Application

Council/Commission/Committee for which you are applying for: Public Safety Commission

Name: Jason Ramos

Address: - - - - -

Phone: - - - - - email: - - - - -

Are you 18 years of age or older? yes

Length of time in Blue Lake area: ~ 35 years

Present Employer: Blue Lake Rancheria

Your job title: Tribal Gaming Commission Chairman

On a separate page, please answer the following as thoroughly as possible:

1. Community organization that you are currently involved with.
2. What unique skills or qualifications do you bring to this position?
3. What do you view as the main purpose of this Council/Commission/Committee?
4. What do you think you can contribute to this purpose?

It is highly suggested that you attend the meeting when the selection(s) for this position will be made. Please contact City Hall to verify when this meeting will take place.

Updated 04/2015

COPY

Name: Jason Ramos

Birthdate: 1/12/1973

Home Address:

Home Phone:

Current Employer: Blue Lake Rancheria

Business Address/Phone: PO Box 1128 Blue Lake, CA 95525, (707) 668-5300

Email: jramos@bluelakecasino.com

Fax : (707) 688-5500

Education:

- BS, Kinesiology, Humboldt State University, Arcata CA, 1998
- DC, Palmer College of Chiropractic West, San Jose CA, 2001
- MS, Kinesiology, Humboldt State University, Arcata CA, 2014
 - Effects of creatine supplementation and resistance training on bone turnover markers in older men: a pilot study
 - <http://humboldt-dspace.calstate.edu/handle/2148/1968>
 - Data under embargo until 5/29/15

Current Occupation:

- Blue Lake Tribal Gaming Commission, Chairman- 15 years
 - Arla Ramsey (Tribal Administrator) 707.668.5101
- Blue Lake Rancheria Economic Development Board of Directors, member 6 years
 - Arla Ramsey (Tribal Administrator) 707.668.5101
- Blue Lake Rancheria Department of Energy, Tribal Government Liaison
 - Jana Ganion (Serraga, Executive Director) 206.617.0073
- Lost Coast Communications LLC, Board Member
 - Patrick Clearly (Board President) 707.599.6567

Civic/Professional Associations:

- Tribal-State of California Regulators Association, member- 14 years
 - CA Gambling Control Commission, 916.263.0700
- Blue Lake Volunteer Fire Department Long Term Planning Committee member
 - Ray Stonebarger (Fire Chief) 707.668.5765
- NIGC Tribal Advisory Committee member, Nov. 2011-March 2012 (Federal Appointment)
 - Eric Schalansky, (Sacramento Regional Director) 916.414.2300
- HSU-Schatz Energy lab (SERC)-BLR alternative energy projects (board member)
 - Jana Ganion (Serraga, Executive Director) 206.617.0073
- Northcoast Tribal Chairman's Association
 - Staff support, alternate delegate (voting)
- Humboldt State University's Alumni Advancement Board of Directors, (5 years)

- Craig Wruck (Vice President for University Advancement and Executive Director of the HSU Advancement Foundation) 707.826.5101
- Governance Committee (5 years), Treasurer (1 year)
- <http://www2.humboldt.edu/hsuaf>

Highlights/Professional Achievements:

- Former Co-Owner of Ramos & Crowley Chiropractic in Las Vegas NV
- Creation of the Blue Lake Rancheria's Tribal Gaming Commission
- Prior National Indian Gaming Commission, Tribal Advisory Committee member
- Biodiesel, biogas gasifier, solar energy projects on BLR reservation

Highlights of Community/Volunteer Service:

- Blue Lake School Education Foundation (founding member)
- Blue Lake Teens for Change, vice president, (founding member)
- HSU Advancement Foundation, Kinesiology endowment

A handwritten signature in black ink, appearing to read "Juan R. P." with a stylized flourish at the end.

Name: Jason Ramos

Home Address:

Home Phone: 1

1. Community Organizations

- Blue Lake Volunteer Fire Department Long Term Planning Committee member
 - Ray Stonebarger (Fire Chief) 707.668.5765
- Humboldt State University's Alumni Advancement Board of Directors, (5 years)
 - Craig Wruck (Vice President for University Advancement and Executive Director of the HSU Advancement Foundation) 707.826.5101
- Blue Lake School Education Foundation (founding member)
- Blue Lake Teens for Change, vice president, (founding member)

2. Skills/Qualifications

Currently I manage 60 employees across 5 divisions for the BLR including; security, surveillance, internal audit/Title31, gaming compliance, background investigations/LEO coordination. I'm very familiar with policing, crime and punishment, security, surveillance, FEMA, regulation and policy development, and government interactions. I'm a good critical thinker and seasoned enough to understand the challenges surrounding issues of public safety. I believe in the power of community and the necessity of finding common ground on complex issues.

3. The main purpose of Public Safety Committee is to analyze issues and public concerns in matters of public safety, then report those summaries to the City Council with recommendation(s) for action.
4. I can contribute in this process using many years of experience in addressing public safety issues through policy determination.

A handwritten signature in black ink, appearing to read "Jason Ramos".



CITY OF BLUE LAKE

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To: Mayor and City Council
From: April Sousa, Deputy City Clerk
Date: July 28, 2015
Subject: Resolution No. 1057: A Resolution of the City Council of the City of Blue Lake Authorizing Investment of City of Blue Lake Monies in Local Agency Investment Fund (LAIF) and Changing the Signators on Said Account

This resolution is before Council as a housekeeping measure. The past resolution for this same subject was Resolution No. 987 adopted in August of 2011. The only signator still present from that resolution is John Berchtold, City Treasurer/City Manager. The adoption of this resolution will allow for investments to continue with LAIF with current staff and Councilmembers as signators.

I would be happy to answer any questions you might have regarding this resolution.

RESOLUTION NO. 1057

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE
AUTHORIZING INVESTMENT OF CITY OF BLUE LAKE MONIES IN
LOCAL AGENCY INVESTMENT FUND AND CHANGING THE SIGNATORS ON
SAID ACCOUNT**

WHEREAS, pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council of the City of Blue Lake does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the City of Blue Lake.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Blue Lake does hereby authorize the deposit and withdrawal of City of Blue Lake monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED, that the following City of Blue Lake officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

NAME	TITLE	SIGNATURE
Michele McCall-Wallace	Mayor	_____
Stephen Kullmann	Mayor pro tem	_____
John Berchtold	Treasurer	_____
April Sousa	City Clerk	_____

INTRODUCED, PASSED AND ADOPTED by the City Council of the City of Blue Lake, County of Humboldt, State of California, this 28th day of July, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

City Clerk, City of Blue Lake

Mayor, City of Blue Lake

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 1057 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 28th day of July, 2015, by the following roll call vote:

AYES:

NAYS:

ABSENT:

City Clerk



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road,
Phone 707.668.5655

Blue Lake, CA 95525
Fax 707.668.5916



To: Mayor and City Council
From: April Sousa, Deputy City Clerk
Date: July 28, 2015
Subject: Resolution No. 1058: A Resolution of the City Council of the City of Blue Lake
To Appoint Representatives to the Public Agency Risk Sharing Authority of
California (PARSAC) Board of Directors

On October 14, 2015, Resolution 1041 was adopted appointing specific representatives to the PARSAC Board of Directors. Resolution 1058 changes the wording so that the representatives to the PARSAC Board of Directors are appointed through designated staff title versus appointing by name. This resolution names the City Clerk as Director to the PARSAC Board of Directors and the City Manager as Alternate Director to PARSAC.

Please contact me with your questions on Resolution 1058.

RESOLUTION NO 1058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE TO APPOINT REPRESENTATIVES TO THE PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA (PARSAC) BOARD OF DIRECTORS.

WHEREAS, the City of Blue Lake ("City") is a party to the Revised and Restated Joint Powers Agreement creating the Public Agency Risk Sharing Authority of California, dated May 26, 2011 (the "Joint Powers Agreement") and, as such, is a Member Agency of the Public Agency Risk Sharing Authority of California ("PARSAC"), as that term is defined in the Joint Powers Agreement; and

WHEREAS, pursuant to the Joint Powers Agreement, each Member Agency of PARSAC is required to appoint representatives of the City to act on its behalf as if the City were present and acting on the PARSAC Board of Directors for all matters which come before such Board of Directors, and also for the Director to be eligible for serving on the PARSAC Executive Committee; and

WHEREAS the Bylaws of PARSAC further require the City appoint its representatives by resolution identifying a Board Director and an Alternate Director to act in the Director's absence, which may be employees, elected officials, or a combination of both.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake hereby appoints the City Clerk to serve as its Director on the PARSAC Board of Directors to act on behalf of the City and the City Manager to serve as Alternate Director in the absence of the Director.

BE IT FURTHER RESOLVED that the City, or a designee, be instructed to inform the Secretary of PARSAC of the above appointment by sending a certified copy of this Resolution to PARSAC's business office.

INTRODUCED, PASSED, AND ADOPTED this 28th day of July, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

City Clerk, City of Blue Lake

Mayor, City of Blue Lake

CITY CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 1058 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 28th day of July, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

ASTAIN:

City Clerk



CITY OF BLUE LAKE

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Blue Lake, CA 95525
Fax 707.668.5916



To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: First Reading of Ordinance 513

In 2013, Mad River Brewery first approached City Council about obtaining additional sewer capacity for an expansion. In November of 2013, a technical report was prepared to discuss the means of providing additional capacity without utilizing any of the City's reserves. This is called a mitigation where certain improvements could generate additional capacity. A copy of that report is enclosed for your review.

The Brewery has high strength discharge with minimal flow. As of March 1, 2015, 23 believe that they are discharging 68 lbs of the 90 lbs of biological oxygen demand available under permit.

The Brewery would like to reserve incremental units of sewer capacity as it ramps up its needs. Ordinance No. 513 would provide for that opportunity. This of course is carefully monitored by staff and the City Engineer.

I recommend first reading of Ordinance No. 513.

ORDINANCE NO. 513

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AMENDING OF THE SEWER CODE OF THE CITY OF BLUE LAKE, ARTICLE VIII (INDUSTRIAL WASTEWATERS), SECTION 807 (AVAILABILITY OF CITY'S FACILITIES)

The City Council of the City of Blue Lake, Humboldt County, California, does hereby ordain as follows:

Section 1. Findings. The City Council for the City of Blue Lake hereby makes the following findings:

1. The City's wastewater treatment facility is presently operating near the capacity limits of its permit with limited expansion potential for industries that may seek additional capacity.
2. It is the intent of this Ordinance to provide a method for interested dischargers to reserve capacity in the City's wastewater treatment facility as such additional capacity is added by the City, upon payment of the City costs incurred in adding the additional capacity.

Section 2. Additional sewerage capacity. Section 807 of Article VIII (Availability of City's Facilities) is hereby amended by the addition of language as shown in bold text below:

807. AVAILABILITY OF CITY'S FACILITIES. If sewerage capacity is not available, the City may require the industrial wastewater discharger to restrict his/her discharge until sufficient capacity can be made available. When requested, the City will advise persons desiring to locate new facilities as to the areas where industrial wastewater of their proposed quantity and quality can be received by available sewerage facilities. The City may refuse service to persons locating facilities in areas where their proposed quantity or quality of industrial wastewater is unacceptable in the available treatment facility. **An industrial wastewater discharger may reserve sewerage capacity as it becomes available after payment to the City of the City's reasonable cost to create the additional capacity.**

Section 3. Said revised Section 807 is hereby integrated into Article VIII of the Sewer Code of the City of Blue Lake. All other provisions of Ordinance 397 as amended shall remain unaffected.

Section 4. To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior city ordinance, motion, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or

conflicting provisions of prior ordinances, motions, resolutions, rules or regulations are hereby repealed.

Section 5. If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

Section 6. The Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Section 7. This Ordinance shall go into effect and be in full force and operation thirty (30) days after its final passage and adoption.

APPROVED:

Mayor – City of Blue Lake

ATTEST:

City Clerk – City of Blue Lake

CLERK'S CERTIFICATE

THIS IS TO CERTIFY that Ordinance No. 513 of the City Council of the City of Blue Lake was introduced and read at the regular meeting of the City Council of the City of Blue Lake, California, held on _____, 2015. This Ordinance, again read at the regular meeting of the Blue Lake City Council, held on _____, 2015 and at the time, passed by roll call vote, the vote on the adoption of the Ordinance being as follows:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

City Clerk, City of Blue Lake

PROJECT	PLANNING/PROCUREMENT	CONSTRUCTION START	CONSTRUCTION END	START UP
Demo abandoned treatment tank and add pavement		Feb-15	15-Apr	15-Apr
Brew house		15-Apr	15-Oct	16-Feb
Add 480v service		15-Apr	15-Oct	15-Nov
Upgrade bottling line		15-Jun	16-Jan	16-Mar
Add Canning line		15-Aug	16-Apr	16-Jul

Time Period *	4/1/2016 - 3/31/2017	4/1/2017 - 3/31/2018	4/1/2018 - 3/31/2019	4/1/2019 - 3/31/2020
BOD Poundage Needed **	60	73.8	94.3164	115.53759

* Poundage listed is amount needed by end of specified 12 month period
 ** Total poundage includes current permitted 90 pounds

	3/1/15	3/1/16	4/1/17	4/1/18	4/1/19	4/1/20
<i>adjusted</i>	68.3	68.3	73.8	94.3	115.5	115.5
	68.3	68.3	73.8	94.3	115.5	115.5
	82.1	82.1	94.3	115.5	115.5	115.5
	102.61	102.61	116	116	116	116
	124.31	124.31	116	116	116	116

Mike, I need bar numbers & then then suggest to get the

adjusted numbers. I type the numbers please get



Technical Memorandum

Reference:	013003.701
Date:	November 7, 2013
To:	John Berchtold, City Manager
Copy to:	Neil Carnam, Mad River Brewery
From:	Steve Donovan, Mike Foget, Susan Foreman
Subject:	Aeration Analysis Blue Lake WWTF, Impact of Brewery Effluent

The Blue Lake Wastewater Treatment Facility (BLWWTF) is a facultative lagoon system with supplemental aeration in the first cell. The results of a local limits analysis recently completed for the facility by SHN indicate the treatment system is near capacity. The Mad River Brewery (MRB), a current industrial client, has applied to the City for an increase in its permitted discharge. SHN has been asked to prepare an analysis of the impact from an increase in MRB's discharge of biological oxygen demand (BOD) on the level of treatment provided. It is anticipated that increasing aeration capacity would increase treatment capacity sufficiently to allow the increased load from the MRB. This memorandum addressed the aeration requirement, required upgrades, and cost share with MRB.

Analysis

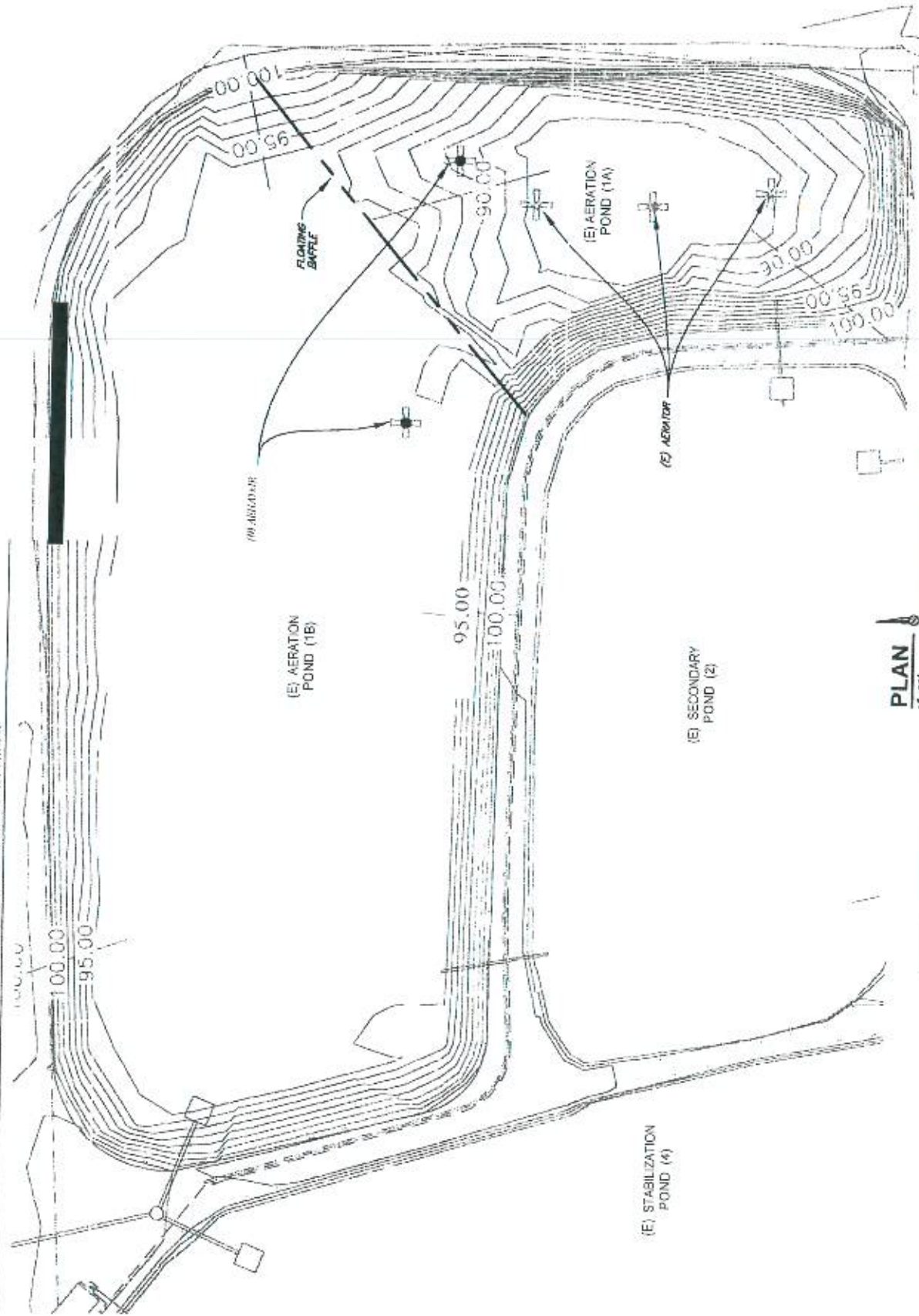
Current biological oxygen demand (BOD) loadings were obtained from the City's Annual Self-monitoring Reports for 2011 and 2012 (see Attachment 1). From these reports, it was determined that the Average Dry Weather Flow (May through October) and average BOD are 0.14 million gallons per day (MGD) and 231 milligrams per liter (mg/l), respectively. Based on this influent flow and BOD concentration the average daily BOD loading on the facility is estimated at 270 pounds per day (ppd). The loading includes existing contributions from the brewery.

The brewery has requested a 90 ppd increase in BOD loading, resulting in a proportional increase in dissolved oxygen (DO) demand on the lagoon system. The analysis assumes that the increased loading will be discharged during a minimum 12-hour period and that the discharge will be pH neutral. MRB has indicated that the increased brewery waste load would not contribute significantly to the ammonia nitrogen loading which has been assumed to average 35 mg/l for all wastewater contributions.

Aeration requirements were evaluated for each basin in the facility. The analysis assumes that Pond A is divided into two sections, 1A and 1B, by a floating baffle curtain that is scheduled to be installed within the next 12 months (Figure 1).

Civil • Environmental • Geotechnical • Surveying
Construction Monitoring • Materials Testing
Economic Development • Planning & Permitting

1. STATIONING: Stationing is shown along the centerline of the proposed improvements. Stationing is based on the existing centerline of the proposed improvements.



PLAN
1"=60'

Consulting Engineers & Geologists, Inc.	City of Blue Lake Aeration System Improvements Blue Lake, California	Aeration Improvements SIN 008/20
October 2013	008020-005-S11C	Figure 1

Dissolved Oxygen Demand

An analysis of the increase in oxygen demand requires calculation of the Actual Oxygen Required (AOR) and the equivalent oxygen transfer rate at standard conditions (the Standard Oxygen Requirement or SOR).

To estimate AOR, the following assumptions were made:

- 2.5 lbs O₂/lb. BOD removed
- 4.6 lbs O₂/lb NH₃-N removed

The SOR is the amount of oxygen that must be supplied in order to provide the oxygen required. Oxygen transfer is driven by the difference between DO saturation concentration and the actual concentration of DO in the wastewater. The SOR depends upon the oxygen transfer efficiency. SOR is calculated using the following equation:

$$SOR = \frac{(AOR) * (C_{S20})}{(\alpha) * [\beta * C_S - C_W] * (1.024)^{T-20}}$$

Where:

$$\begin{array}{ll} \alpha = & 0.80 & C_S = & 9.37 \\ \beta = & 0.95 & C_W = & 2.0 \\ T = & 1.03 & C_{S20} = & 9.09 \end{array}$$

α	Oxygen transfer wastewater, oxygen transfer tapwater
β	Wastewater saturation value, tap water saturation value
T	Effect of temperature on oxygen saturation value
Ω	effect of pressure on oxygen saturation value
C_S	dissolved oxygen concentration at saturation in clean water
C_W	minimum dissolved oxygen concentration in aeration basin
C_{S20}	concentration at saturation standard conditions of pressure and temperature

Oxygen requirements were analyzed for each basin. To determine the AOR and the SOR in each basin, it is necessary to first estimate the amount of BOD reduction occurring in that basin.

BOD Reduction

BOD reduction in each basin was estimated using a first order removal rate model developed by Wehner and Wilhelm for flow through conditions for reactors exhibiting plug flow and complete mix¹ conditions. First order removal rates appropriate for facultative and partially mixed aerated lagoons were selected for the Blue Lake Wastewater Treatment Facility (BLWWTF) and corrected for temperature. The detention time, reaction rates, and resulting BOD reduction for each pond for summer and winter seasons are summarized in Table 1 on the following page.

<p align="center">Table 1 BOD Reduction Blue Lake Wastewater Treatment Facility, Blue Lake, CA</p>							
Basin	Volume (MG ²)	Summer (0.14 MGD) ¹			Winter (0.40 MGD)		
		DT ³ (days)	(K _s t) ⁴	Removal (%)	DT (days)	K _w t ⁵	Removal (%)
1A	0.91	6.51	1.3	62	2.28	0.36	40
1B	2.25	16.00	3.2	83	5.63	0.90	52
2	1.35	9.61	1.9	70	3.36	0.53	40
3	1.28	9.15	1.83	70	3.20	0.51	40
4	2.66	19.0	3.8	88	6.65	1.00	45

1. MGD: million gallons per day
2. MG: million gallons
3. DT: detention time
4. k_s: First order reaction rate constant at 16 Degrees C = 0.20
5. k_w: First order reaction rate constant at 12 Degrees C = 0.16

NH₃-N Reduction

The oxygen demand exerted by the oxidation of Ammonia Nitrogen (NH₃-N) was included in the analysis of oxygen requirements by assuming 4.6 lbs of oxygen required for each 1.0 lb. of NH₃-N removed (4.6 lbs O₂ per 1.0 lb of NH₃-N is based on the stoichiometry of nitrification). This assumption is conservative because NH₃-N removal in a lagoon system also includes gaseous ammonia stripping and nitrogen assimilation in plant mass.

The rate of removal was estimated using an empirically derived first order equation which estimates the rate of nitrification for various lagoon detention times and temperatures.²

Supplemental Aeration Requirement

Estimated power requirements are based on the calculated SOR (lb. O₂/day) divided by the standard aeration efficiency (SAE) of the aerators (lb O₂/HP-hr). Typical surface axial aerators have SAEs which range from 2.0-3.5 lbs O₂/hr³. The recently installed aerators at BLWWTF and any new aerators were assumed to have an SAE of 2.5 lbs O₂/hr.

The aeration requirements summarized in the Table 2 (on the following page) are based on simulations of summer conditions (May- October) in the lagoon system. Summer conditions were determined to be the limiting condition for aeration requirements in Basin 1A and 1B because higher BOD loading requires increasing the amount of BOD oxidized in these basins.

² 1983, EPA Technical Report, Design Manual Municipal Wastewater Stabilization Ponds
³ 1988, Water Pollution Control Federation, Aeration: Manual of Practice FD-13

<p align="center">Table 2 Aeration Requirements (SOR) Blue Lake Wastewater Treatment Facility, Blue Lake, CA</p>				
	Existing Conditions		With Proposed Brewery Loading	
	lbs. O ₂ /day	HP	lbs O ₂ /day	HP
1A	754	12.6	1,070	17.8
1B	425	7.1	550	9.2
Total	1,179	19.7	1,620	27

Conclusion

The BLWWTF has three, 5 HP aerators in Basin 1A which supply more than the SOR required for existing conditions. Basin, 1B operates as a facultative lagoon with a much lower loading rate than Pond 1A. Performance data for existing conditions suggests that excess oxygen supplied in Pond 1A and oxygen transfer (wind and waves) occurring at the surface through natural processes provide sufficient oxygen to achieve the required effluent quality. However, with the addition of the new brewery loading, the existing aeration equipment and natural aeration will be insufficient to treat the projected loading without affecting effluent quality.

The increased oxygen demand is estimated to require an additional 5.2 HP and 2.1 HP in 1A and 1B respectively. Because of the higher loadings exerted on 1A and the first part of Basin 1B additional supplemental aeration is recommended. The total demand in 1A and 1B with the new brewery loading translates to a total aeration requirement of 27 HP.

Recommendations

Allowing an increase in MRB loading will require increasing the total aeration capacity of the BLWWTF by 440 lbs-O₂/day. This amount of air can be supplied by installing aeration equipment to provide a minimum of 7.3 HP. The analysis also shows that the system has an existing oxygen deficit of 282 lbs-O₂/day (equal to 4.7 HP) when natural aeration is discounted from the facility.

Existing aeration equipment is comprised of three 5 HP surface aerators. New aeration equipment will need to be located in Pond 1-A and Pond 1B, in areas that are shallower than the location of the current aerators. Scour of the lagoon bottom is a concern and the depth at each new aerator location should be examined more closely. It is also recommended that any new aeration equipment match the type and size of the existing aerators resulting in two 5 HP aerators. Proposed aerator locations are presented on Figure 1. The amount of oxygen supplied by the two aerators will offset the City's reliance on natural aeration by the equivalent of 2.7 HP.

Budgetary cost for purchase and installation of two surface aerators is summarized in Table 3 on the following page. The costs are based on estimates obtained from the manufacturers of the existing aerators; the Aqua-Lator (511) manufactured by Siemens, and the Aqua Jet manufactured by Aqua-Aerobics.

Table 3 Additional Aerators–Engineer’s Opinion of Probable Cost Blue Lake Wastewater Treatment Facility, Blue Lake, CA	
Contractor overhead, profit, bonding, insurance	\$11,000
Aeration Equipment ¹	\$18,000
Cable	\$1,000
Installation	\$6,000
Electrical	\$20,000
Subtotal	\$56,000
Contingency	\$9,000
Engineering Procurement	\$12,000
Total	\$77,000²
1. Manufacturers quotes plus 20%	
2. Taxes and fees not included.	

The City has agreed in concept to a cost sharing arrangement. As a starting point for further discussion, approximately 27% of the oxygen provided by the two 5 HP exceeds the projected oxygen required for the MRB loading. The additional aeration will augment the natural aeration, providing a more reliable facility than the current configuration.

Power Requirements

See Attachment 2, Electrical Review and Response prepared by Richard Sample Engineering.

References

- Metcalf and Eddy. (1972). *Wastewater Engineering: Collection, Treatment, Disposal*. New York, NY:McGraw-Hill.
- Water Pollution Control Federation. (1988). *Aeration: Manual of Practice FD-13*. Alexandria, VA:WPCF.
- U.S. Environmental Protection Agency. (1983). *EPA Technical Report, Design Manual Municipal Wastewater Stabilization Ponds*. Cincinnati, OH:EPA.

8a

City Manager Recruitment Calendar (Proposed Plan for current 2015 recruitment)

Revised 7/22/15

SM – Saturday 6/17	Open position and recruitment needs announced/discussed
SM – Tuesday 6/30	Accept Calendar / Form committee(s) / Assign first sub-committee tasks
CC - Tuesday, 7/28	Approve text (brochure and ads), placement of ads and brochure production and mailing, final budget approved for position and recruitment
Thursday, 7/30	Text changes to Carson Park Graphics
Thursday, 8/6	PDF to Website Graphics file and print order to Times Printing Order / Post Ads
CC - Tuesday, 8/11	Committee update and necessary approvals made
Thursday, 8/13 (or when completed)	Brochure mailed
CC - Tuesday 9/29	Committee updates and necessary approvals made
Friday, 10/2	APPLICATION DEADLINE
Monday, 10/5	Copies of accepted applications to Council Members, before SM
TUESDAY 10/6 & Thursday 10/7	Review accepted applications (Individually & Rank) Before SM
SM - Monday 10/12 or Tues. 10/13	Council meet to select phone interview candidates and revise interview questions
CC - Tuesday 10/13	Committee updates and necessary approvals made

Wednesday 10/14 – Friday 10/16 Schedule phone interviews

SM- Friday 10/23 and/or Saturday 10/24

Conduct phone Interviews / Select finalists / Revise & approve on-site interview questions / Revise and approve reference check questions

CC- Tuesday 10/27

Committee updates and necessary approvals made

Monday 11/2 – Thursday 11/5

Set-up/Schedule on-site interviews with candidates / Send out request for written samples & criteria for finalists / Committee reference checks on finalists

CC- Tuesday, 11/10

Committee update and necessary approvals made / Approve final-interview process visit plan/schedule

Thursday 11/12

Written samples from finalists due

Thurs 11/12-Thurs, 11/20

Arrange Community / City / Council interview schedule with all (including candidates)

SM- Friday 12/4 and Saturday 12/5

On-Site Final Interviews / Written samples reviewed and ranked/ Necessary approvals made to offer position in order of ranking to candidates

CC- Tuesday, 12/8

Committee Update and necessary approvals made.

Monday-Monday 12/7-12/14

Background checks on selected/finalist candidates

SM- Tuesday, 12/15

Committee Updates and necessary approvals made

Wednesday 12/16

Offer top candidate position and if accepted begin negotiations, if not move on to next highest ranked approved candidate (ONE WEEK TO NEGOTIATE)

CC- Tuesday, 12/22

Committee Update and necessary approvals made

SM- Tuesday, 12/22

Approve contract for new City Manager

New Position begins between January 11 and February 8, 2016

Page 1 of 4

The City of Blue Lake, California

"Where the Sunshine and the Sea Air Meet"

invites your application for the position of
City Manager

Page 2 of 4

THE COMMUNITY

Blue Lake provides a small city experience with a distinct character all of its own. The environment is a unique mix of the historic and contemporary, boasting a noteworthy artistic community featuring the Dell'Arte International School of Physical Theatre, a developing Business Park, several seasonal community events and a family-friendly atmosphere overall.

Blue Lake is a City of 1241 residents located along Highway 299 in Humboldt County's Mad River Valley. Because Blue Lake is situated 5 miles inland from Highway 101 and the rugged Northern California coastline, Blue Lake frequently experiences sunshine while the more Coastal areas are blanketed in fog. Humboldt County itself has been recognized by National Geographic Traveler as "one of the world's top ten great places" and by the U.S. Department of Agriculture as "America's most scenic rural county" (with neighboring Mendocino County to the south rated #2 and Del Norte County to the north #3). Blue Lake is within easy access to mountain peaks, rivers, lakes, and wilderness areas. Year round fishing, boating, rafting, kayaking, running, cycling, and other outdoor recreation are close at hand, and in the winter, snow skiing and other seasonal sports are not far away. Despite its rural location, Blue Lake is not far from schools of higher education, medical facilities, shopping districts, and other necessary services in the nearby communities of Arcata, Eureka, and McKinleyville. Blue Lake is proud of its public elementary school, historic downtown district, and Blue Lake Museum, as well as its many active community organizations including the Blue Lake Chamber of Commerce and the Mad River Grange, among others. Remarkable for a City its size, the City itself operates outstanding recreational programs and facilities such as, Perigot Park with its picnic grounds, play area, outdoor stage, and ball fields; and Victor Prasch Community Hall with its popular skating rink, school break camps and adult recreation and leisure activities.

CITY GOVERNMENT

The City of Blue Lake adopted the City Council-City Manager form of local government in 1996. As the chief executive officer of the City, the City Manager reports to a five-member City Council that selects from its own members Mayor and Mayor Pro-Tem.

The City Manager oversees the staff of a full-service city apart from fire and emergency response services, which are provided by The Blue Lake Fire District, and law enforcement services, which are contracted with the Humboldt County Sheriff's Office. The seven capable and caring full-time employees of the City include a four-member Public Works Department that is responsible for water distribution, wastewater collection and treatment, and overseeing

the maintenance of the streets, drains, and parks as well as the operation of other public facilities. A Parks and Recreation Director, who, with the assistance of several skilled, specialized, part-time employees, carries out recreational programs while utilizing established partnerships with various community organizations including our St. Joseph Health System Blue Lake Community Resource Center. A City Clerk, an Office Supervisor and one part-time assistant serve City Hall and provide friendly front desk services to members of our community. Legal, Engineering, Planning, Accounting and Building services are all provided on a contract basis. In addition to the City Council, the City of Blue Lake has a Planning Commission, a Parks and Recreation Commission, a Public Safety Commission, as well as special ad hoc citizen committees to address important City policy issues when needed. In addition, the City hosts town hall meetings to engage citizens on important City issues.

The City of Blue Lake is also involved in several important organizations that deal with regional issues such as transportation, economic development, solid waste & recycling, and energy use.

Page 3 of 4

CITY FINANCES

The City operates its books using governmental fund accounting. For the 2015-2016 fiscal year, Blue Lake has a projected total operating budget of \$2,734,825 of which \$856,850 is in the General Fund. The next two largest departments, the Water and Wastewater Funds, have operating budgets of \$438,060 and \$405,398, respectively. The remainder of the budget is devoted to capital construction projects and a number of other smaller funds. The City has stable financial fund balances or retained earnings with \$691,000 in the General Fund, \$1,400,000 in the Water Fund, and \$1,364,000 in the Sewer Fund.

The Challenges and the Opportunities

To best serve its citizens, the City Council and the new City Manager will work together, while taking into account the needs and desires of the community, to implement an existing strategic plan and effectively tackle operation improvements, project developments and on-going progress in fulfilling long-term plans for greater sustainability. The Council believes some of the challenges and opportunities awaiting the new City Manager include:

- Continuing to help the community realize its vision, priorities, and goals as outlined in the adopted 2013-2018 Blue Lake Strategic Plan.
- Solidifying the City's financial future by continuing to cultivate the Blue Lake Business Park into a thriving, business-friendly community, while also seeking ways to enhance its retail sales tax base to better realize Blue Lake's economic potential and self-sufficiency.
- Working closely with the City Engineer and Public Works Department staff to fund and implement necessary improvements to the City's Wastewater Treatment Plant and maintain compliance with the City's Discharge Permit.

- Working with Humboldt Bay Municipal Water District to improve and replace an aging water system, including the addition of a supervisory control and data acquisition system (SCADA) for digitally integrated, remote control access.
- Facilitating the development of a formal capital improvements program and overseeing the completion of several water, wastewater, parks, trails, streets and roads projects as funds become available from local, State and Federal sources.
- Pursuing grant opportunities and developing alternative revenue sources.
- Securing of funding and continued improvements to the City's facilities, including: Prash Hall roof and gym floor replacement, replacement of Public Works office facilities, upgrades for outdoor parks and installation of a City-server based email system.
- Continuing to create and develop systems of better access to City documents, forms and information resources.
- Maintaining a strong, cohesive sense of teamwork among City employees and within the community, and further strengthening the City's relationships with service contractors and local, regional, State, and Federal agencies and officials.

Page 4 of 4

The Ideal Candidate

With our current City Manager entering retirement, Blue Lake is seeking a new City Manager to provide professional management and vision to the City. This exceptional professional opportunity will require that the new City Manager be able to lead with inspiration and by example. Through consensus building and cooperation among City staff, and with the support of community members, the Manager-Council-Community team will continue to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake. The new Manager will continue to be a "steadying force" that helps maintain a strong foundation of community trust and confidence.

With a management style that is responsive to the City Council, the community, and the City staff, the ideal candidate will also have a clear understanding of municipal finance, planning, infrastructure and economic development; relevant public works project experience, disaster preparedness knowledge, a proven track record delivering results, and the ability to strike a balance between the practical and the creative. A flexible "can-do" attitude, accountability, the ability to "connect the dots", and a good sense of humor will also go a long way in ensuring the new City Manager's, and the community's success.

In order to accomplish the above, the ideal candidate should have a history of inclusive team management with success in community collaboration and organizational leadership. In addition, they should also be able to perform with a high level of personal and professional integrity, and demonstrate excellent oral and written communication skills. And, as is typical in a small City, they should have the ability to feel comfortable and thrive in a hands-on, multi-tasking environment.

Education and Experience

Requirements include Bachelor's Degree in Public Administration or a related field (Master's Degree desirable), and at least ten years successful city management experience in municipal government or other government agencies. Equivalent combinations of education and applicable work experience will be considered.

Compensation

- Competitive Salary of \$80,000-\$90,000 DOQ
- California PERS Retirement - 2.5% at 55 (Classic) or 2% at 62 (PEPRA)
- Family Medical, Dental and Vision Coverage
- 50% Employee Medical Paid Upon Retirement
- Vacation leave of 10 days per year
- 12 holidays per year
- Administrative leave of 5 days per year
- Sick Leave 12 days per year
- Business mileage reimbursement program
- City-paid ICMA Membership
- Such other provisions as may be negotiated in an Employment Agreement

Application and Selection Process

Your completed application, consisting of a cover letter, résumé, salary history, and a list of five professional references with contact information, should be received by the City no later than the close of business on Friday, September 25th. The address for mailing is:

City Manager Search Blue Lake City Hall, P.O. Box 458, Blue Lake, CA 95525-0458

Your résumé should reflect the nature, size and scope of responsibilities (staff, budget, etc.), key accomplishments, and the specific years and months of service for each position held including the beginning and ending dates for each.

Following the September 25th deadline, selected candidates will be invited to participate further in the selection process, which may include engagement with the community prior to the final interview and ultimate appointment by the City Council.

If you have any questions, please e-mail citymanager@bluelake.ca.gov or call Blue Lake City Hall at 707-668-5655.

You can also visit our website, www.bluelake.ca.gov or the Blue Lake Chamber of Commerce website, www.sunnybluelake.com for more information about Blue Lake

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Advertising Budget Considerations:**Not to exceed-** _____**Graphic Design and Design Layout Services:****\$180**

Carson Park Design Updates @ now \$60 per hour (3 hours)

Print Services: (tax has not been included in estimates)

Times Printing – 50 pieces - \$128

100 pieces- \$145

150 pieces - \$164

(Book Stock - Gloss Coated Recycled, White, 100# and Folded)

Advertising: Please review these websites for discussion(Those listed in **Bold** below were used in the previous search)**Times Standard & Monster Jobs (print & online)****<http://humboldtclassifieds.kaango.com/ads/choosepostad>**

30 days \$210 / 60 days \$225

Executive Searches (30-90 days)**\$99****<https://www.execsearches.com>** (click on post a job at top right)**Western City Magazine / League of California Cities****\$250**

100 words / 30 days / \$250 if posted online / 3 photos

<http://www.westerncity.com/> (click on post a job at middle left)**Pubic CEO****\$150 / \$300**

Posts until filled – no deadline / Post opening PublicCEO Jobs Board (\$150)

Or Post on the PublicCEO Jobs Board AND feature your opening in the daily

PublicCEO e-mail sent to more than 15,000 public administrators (\$300)

<http://publicceo.com/>**Local Government Job Net****\$59**

No word limit / submit by email / 45 days / "featured ad" option /

Cost with out featured ad option - \$39

<http://www.govtjob.net> (click on for employers at middle left)**ICMA****\$450 with membership****Online no word limit includes 1 news letter ad / 60 days / able to view resumes of job seekers****and provides email notification of resume match to job ad / password – member specific****http://icma.org/en/icma/career_network/employers/about_the_job_center****(click on employers at middle left for topics)****California City News****\$150 / \$200**

30 days / Placement - Featured ads are listed in weekly Citynews eNewsletters and receive higher

placement on the Jobs webpage.

<http://www.californiacitynews.org/>**Jobs Available – Jobs in the Public Sector – 2.5"****\$195 / \$78 per inch****Bi-weekly publication****<http://site.jobsavailable.net/index.asp>**

City Manager Recruitment Ads

10 lines for Paper, Monster Jobs

CITY MANAGER
City of Blue Lake, CA
BA in Public Administration
or related field + 10 yr.
experience in city government.
Salary \$80-\$90K DOQ +
excellent benefits.
To view application requirements
and brochure visit
www.bluelake.ca.gov



LINE AD - 200 words....

CITY MANAGER- City of Blue Lake, California Oversees city administration; finance management; water distribution; wastewater collection & treatment; recreation programs; maintenance of the streets, drains, parks and operation of other public facilities with a total municipal operating budget of \$2.7 million dollars. The City Council seeks a motivated, experienced individual with excellent communication, financial, planning, management, and analytical skills who leads by inspiration and example. Position provides an excellent opportunity to work with council, small staff, and community in continuing to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake. The ideal candidate must be comfortable working in a small office environment with the support of seven full-time staff and some part-time and seasonal help. A Bachelor's Degree in Public Administration or a related field required, (Master's Degree desirable), and at least ten years city management experience in municipal government or other government agencies. Salary \$80,000-\$90,000 DOQ + excellent benefits. Visit www.bluelake.ca.gov for a full application brochure. Cover letter, résumé, salary history, and five professional references required. APPLICATIONS DUE BY OCTOBER 2, 2015. Mail application materials to: City Manager Search, Blue Lake City Hall, P.O. Box 458, Blue Lake, CA 95525-0458.

LINE AD - 105 words....

CITY MANAGER- City of Blue Lake, California The City Council seeks a motivated and experienced individual with excellent communication, financial, planning, management, and analytical skills who leads by inspiration and example. Position provides an excellent opportunity to work with council, small staff, and community in continuing to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake. Bachelor's Degree in Public Administration or a related field required, (Master's Degree desirable), and at least ten years city management experience in municipal government or other government agencies. Salary \$80,000-\$90,000 DOQ + excellent benefits. Visit www.bluelake.ca.gov to download application brochure.

442 words....ICMA Online, Long and Short

City Manager, City of Blue Lake, California

Blue Lake is a city of 1,241 residents located on the Mad River in Humboldt County, California. With our current City Manager entering retirement, Blue Lake is seeking a motivated, experienced individual who will be able to provide professional leadership and vision to the City. A person who can lead with inspiration and by example, who has the ability to build consensus among City staff and also, with the support of the community, assist the City Council in continuing to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake.

The Manager reports to a five-member City Council and oversees a staff of seven full-time employees consisting of a 4-member Public Works Department that is responsible for water distribution, wastewater collection & treatment, and overseeing the maintenance of the streets, drains, and parks as well as the operation of other public facilities; a Parks and Recreation Director who, with the assistance of several skilled, specialized, part-time employees, run the city's recreation programs; and two administrative and finance staff who, along with a part-time assistant, run the City Business Office. Police services are provided through a contract with the Humboldt County Sheriff's Office, and all legal, engineering, planning, and building services are provided on a contract basis. Due to the limited staff, a successful manager is expected to wear many hats and have excellent communication, financial, planning, management, and analytical skills.

The City operates its books using governmental fund accounting. For the 2015-2016 fiscal year, Blue Lake has a projected total operating budget of \$2,734,825 of which \$856,850 is in the General Fund. The next two largest departments, the Water and Wastewater Funds, have operating budgets of \$438,060 and \$405,398, respectively. The remainder of the budget is devoted to capital construction projects and a number of other smaller funds. The City has stable financial fund balances or retained earnings with \$691,000 in the General Fund, \$1,400,000 in the Water Fund, and \$1,364,000 in the Sewer Fund.

The salary for this position is \$80,000-\$90,000 per year DOQ along with an excellent benefits package including California PERS retirement. Bachelor's Degree in Public Administration or a related field required, (Master's Degree desirable), and at least ten years city management experience in municipal government or other government agencies. Visit www.bluelake.ca.gov to view and download a full position brochure. Cover letter, résumé, salary history, and five professional references required. APPLICATIONS DUE BY OCTOBER 2, 2015. Mail application materials to: City Manager Search, Blue Lake City Hall, P.O. Box 458, Blue Lake, CA 95525-0458

The City of Blue Lake is an equal opportunity employer.

105 words...

City Manager, City of Blue Lake

The City Council seeks a motivated and experienced individual with outstanding communication, financial, planning, management, and analytical skills who leads by inspiration and example. Position provides an excellent opportunity to work with council, small staff, and community to in continuing to define the priorities that guide a shared sense of direction and purpose for the City of Blue Lake. Bachelor's Degree in Public Administration or a related field required, (Master's Degree desirable), and at least ten years city management experience in municipal government or other government agencies. Visit www.bluelake.ca.gov to download application brochure.

Salary \$80,000-\$90,000 DOQ + excellent benefits

City Manager, City Administrator, City Management, City Government, Professional Leadership, Council-Manager, Public Administration Position



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916



To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: Classification of City Clerk

On September 23, 2014, the position of City Clerk was combined with that of the City Manager (Resolution 1040). This was a short term plan tied to the recruitment of a Deputy City Clerk. At that time, I anticipated that a Deputy City Clerk could acquire a working knowledge a year later (September 23, 2015). I am pleased to report that the position can be filled sooner.

What is before you is a job description and hour wage schedule for the position.

I recommend that City Council adopt the wage schedule and the job description.

If council accepts the recommendation, I will return with the appropriate Resolution separating the City Clerk from the City Manager Position.

RESOLUTION NUMBER 1040

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BLUE LAKE CONSOLIDATING THE POSITIONS OF CITY
MANAGER AND CITY CLERK**

WHEREAS, the City of Blue Lake has a vacancy in the position of City Clerk and;

WHEREAS, the City Manager is willing and able to perform the duties of City Clerk in addition to performing the duties of City Manager and;

WHEREAS, the City Council desires to approve this consolidation and;

NOW, THEREFORE, BE IT RESOLVED that the City Council consolidate the positions of City Manager and City Clerk;

INTRODUCED, PASSED, AND ADOPTED this 23rd day of September 2014, with the order that this action is effective upon adoption.

AYES: McCall-Wallace, Manzanita, Kullmann, Benjamin, Schapiro

NAYS: None

ABSENT: None

ATTEST:


Mayor, City of Blue Lake

CITY CLERK'S CERTIFICATE


I hereby certify that the foregoing is a true and correct copy of Resolution No. 1040 passed and adopted at the regular meeting of the City Council of the City of Blue Lake held on the 23rd day of September, 2014, by the following roll call vote:

AYES: McCall-Wallace, Manzanita, Kullmann, Benjamin, Schapiro

NAYS: None

ABSTAIN: None

ABSENT: None


Deputy City Clerk, City of Blue Lake



CITY OF BLUE LAKE

CLASS TITLE: CITY CLERK/UTILITY REVENUE CLERK/ PERMIT PROCESSOR

BASIC FUNCTION:

Under the direction of the City Manager, perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager, City Planner and City Council of a variety of administrative and clerical details; attend City Council and various other meetings and prepare related agenda items, packets and minutes in accordance with legal requirements of the City Clerk's Office.

Under the direction of the Business Office Supervisor, provide a variety of tasks related to utility clerking, permit processing, and work schedule.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager, City Planner and City Council of a variety of administrative and clerical details; plan, coordinate and organize office activities for the City.

Provide specialized administrative support to the City Council; attend City Council and a variety of other meetings; compile information and prepare, assemble and distribute Council packets, agenda items, and other material for City Council and various other meetings; record, transcribe and distribute minutes; update records and files in response to City actions, resolutions and new and modified laws, codes and ordinances.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff, administrator, official or department; take and relay messages; respond to requests, complaints and questions from officials, administrators, staff, outside agencies and the public, representing the City by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflicts.

Coordinate communications, public relations and information for the City Manager, City Council and other administrators; respond to inquiries, and interpret and provide detailed and technical information concerning City operations, fiscal functions, and related activities, services, schedules, meetings, events, standards, requirements, issues, time lines, transactions, records, reports, laws, codes, ordinances, resolutions, regulations, policies and procedures.

Perform research and prepare information for special projects on behalf of the City Manager, City Council and other administrators; assist with establishing office time lines and priorities; attend to administrative details on special matters as assigned.

Serve as the City's insurance representative in various areas such as liability, property, auto and Worker's Compensation; update, verify and process information related to City insurance needs in accordance with established time lines and direct support to the City Manager on all risk management issues.

Communicate with personnel, administrative and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Monitor inventory levels of office supplies; order, receive and maintain adequate inventory levels of office supplies.

Create online forms which facilitate work flow; assist the City Manager with the implementations of policies and procedures as directed.

OTHER DUTIES:

Interact with City Planner for planning needs; process planning and zoning applications as the lead staffer.

Process encroachment permits as the lead staffer.

Process special event permits as the lead staffer.

Process utility customer information; recording utility payments into system and prepare utilities deposits; authorize payments for late accounts; prepare customer utility data for/from meter readers; prepare utility billing after pre-bill review.

Prepare deposit for utility funds and general revenue; prepare cash receipt records.

Responsible for petty cash fund.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Financial, statistical and administrative record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Operation of a computer and assigned software.
- Public relations techniques.
- Revenue collection/accounts receivable processes and procedure.
- Business functions of governmental operations.

ABILITY TO:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager, City Council and other administrators of a variety of administrative and clerical details.
- Coordinate communications, meetings and information for the City Manager and City Council.
- Process and recording utility account revenues.
- Prepare, assemble, complete and distribute agenda items, packets and other materials for meetings.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential financial, narrative and statistical files and records.
- Understand and resolve complex issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: 2-year Associates of Arts (AA) or Associates of Science (AS) degree in business, accounting, or related field and four years of increasingly responsible governmental administrative assistance experience.

ENVIRONMENT:

- Office environment
- Constant interruptions

PHYSICAL DEMANDS

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials

AMENDMENT TO APPROVED SALARY PLAN
EFFECTIVE JULY 24, 2015

CITY CLERK/UTILTIY REVENUE CLERK/PERMIT PROCESSOR

STEP 1	15.04
STEP 2	15.59
STEP 3	15.95
STEP 4	16.43
STEP 5	16.92
STEP 6	17.43
STEP 7	17.95
STEP 8	18.49



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road,
Phone 707.668.5655

Blue Lake, CA 95525
Fax 707.668.5916



To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: B&B Portable Toilet Rental at Horse Arena

This issue was scheduled for discussion/action by City Council. The cost is \$531 annually.

Staff does not recommend this expenditure as the fencing is a more critical need. Further, staff does not recommend B&B donate the same. There is an open site plan still being monitored by the City Planner.

Blue Lake Public Safety Commission

Recommendation to City Council

At the PSC meeting of July 13, 2015, members of the public appeared to express their concerns about encampments in the riparian area across the river. While this area is not within the City of Blue Lake, it is within Blue Lake's sphere of influence and, most importantly, the Commission believes activity in this area is having a direct impact on the City proper. The employees of the Fish Action Council nursery observe the activity daily. The encampments in this area present several concerns:

- There is more activity, people and camps now than have been there in many years, and this has increased significantly in just the last several months.
- There have been recent deliveries of plywood and other building materials, indicating efforts to make the camps more permanent.
- Shots are heard frequently.
- Chain saws are heard regularly.
- There is a high level of short stay traffic to the area, suggesting drug activity.
- Fire hazard is high.
- Sanitation facilities do not exist.
- While there is no way to verify this, it is logical to suspect that criminal elements preying on Blue Lake (and West End Rd. residences) may be harboring in this area.

Therefore, the Blue Lake Public Safety Commission, by unanimous vote, recommends that the City contact the HCSO and the County Board of Supervisors to request actions to remove the encampments in this area.

Respectfully submitted,
Kit Mann,
Chair

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501

July 28, 2015

Dear Humboldt County Supervisors and Sheriff Downey,

Recently, residents and business owners on Hatchery and West End Road brought their safety and health concerns regarding encampments near the Mad River to our attention. This area is in the County, but definitely impacts those in the City of Blue Lake as well. We do hope that we can work together to address the issues that they raise and assist in remedying their many concerns:

- There is a recent, large increase in activity in the number of people and camps in this area. Camping in this area has been an on-going problem for the past 15+ years according to those who spoke at our Public Safety Commission meeting.
- There have been recent deliveries of plywood and other building materials to the gate near the site indicating efforts to make the camps more permanent.
- Chain saws are heard operating on a regular basis in the area.
- There is a high level of short stay traffic to the area and lots of vehicles coming and going during both days and nights.
- Fire hazard is high and there have been warming fires in the area.
- Gunshots are heard frequently.
- Sanitation facilities do not exist.
- There are children residing in the encampments.
- Many of the residences and businesses near the encampments have been broken into; several have been broken into multiple times.

Thank you for your attention to this issue. We look forward to working with you to resolve this problem.

On behalf of the City Council of the City Blue Lake,

Michele McCall-Wallace, Mayor
Stephen Kullmann, Mayor Pro-Tem
John Sawatzky, Council Member
Jean Lynch, Council Member
Adelene Jones, Council Member



CITY OF BLUE LAKE

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12

To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: Planning Commission Report of Activities

City Council Policy has been the Chairs of the various commissions to provide updates from time to time. Previously, the City Planner provided you with an update of the work on the Sustainability (Energy) grant.

At this time, Chair Rick Platz and members of the Planning Commission will attend to discuss what activities have transpired over the past six (6) months: General Plan and City Ordinances including Grading Ordinance and targeted revisions to the Zoning Ordinance and land use.

The General Plan elements include Housing, Circulation Land Use, and a new Energy Element. The Housing Element will be coming forward to City Council. The State requires a five (5) year update of the Housing Element.

After an initial briefing, Planning Commission Chairman Platz will provide insight on what discussions have taken place over the past six (6) months.

No action is requested.

City of Blue Lake
City Council Regular Meeting
Skinner Store – 111 Greenwood Ave., Blue Lake, CA
July 14, 2015
MINUTES

14a

The Meeting called to order at 7:00 p.m.

Councilmembers Present: Jean Lynch, John Sawatzky, Stephen Kullmann, Adelene Jones, Michele McCall-Wallace

Staff Present: Deputy City Clerk April Sousa, City Manager John Berchtold

Motion to Approve the Agenda

Councilmember Jones *motioned to approve the agenda*. Councilmember Sawatzky seconded. The motion carried unanimously.

Public Input

Jaime Crowell from Mad River Brewing Company spoke regarding the wastewater relationship between the City and Mad River Brewing Company. He mentioned an ordinance was drafted that will be presented at the next Council meeting.

Resolution No. 1055: A Resolution of the City Council of the City of Blue Lake Recognizing Julia Oliveira for her Service as a Humboldt County Sheriff Deputy for the City of Blue Lake
Councilmember Sawatzky *motioned to adopt Resolution No. 1055: A Resolution of the City Council of the City of Blue Lake Recognizing Julia Oliveira for her Service as a Humboldt County Sheriff Deputy for the City of Blue Lake*. Councilmember Kullmann seconded. The motion carried unanimously.

Mayor McCall-Wallace read Resolution No. 1055. Deputy Oliveira was present to accept the Resolution and spoke appreciation of her time in Blue Lake.

Resolution No. 1056: A Resolution of the City Council of the City of Blue Lake Recognizing Dell'Arte International for 40 Years of Actor Training and Ensemble Creation in the City of Blue Lake

Clarification was made regarding the year Dell'Arte opened. It was noted that the school opened in 1975.

Mayor McCall-Wallace read Resolution No. 1056.

Councilmember Jones *motioned to adopt Resolution No. 1056: A Resolution of the City Council of the city of Blue Lake Recognizing Dell'Arte International for 40 Years of Actor Training and Ensemble Creation in the City of Blue Lake*. Councilmember Kullmann seconded. The motion carried unanimously.

Introduction of New Managing Director of Humboldt Bay Municipal Water District (HBMWD) and Update on SCADA System

Carol Rische, current General Manager of IIBMWD spoke on the background of the district and the relationship with Cities and the County.

Alderon Laird, Board Member of IIBMWD, introduced Paul Helliker, new General Manager to IIBMWD. Mr. Helliker took the opportunity to speak with council.

Mayor McCall-Wallace thanked and commended Carol Rische for her time with IIBMWD.

City Manager Berchtold gave an overview on the SCADA system, which allows the pump system to work automatically. He mentioned that it was important to find a system that was compatible with HBMWD.

It was mentioned that the goal was to have a proposal for council to view and possibly vote on at a council meeting in the near future.

City Manager Berchtold also mentioned that at a future Council Meeting, there would be a Resolution authorizing application for a loan to help with the SCADA system.

Carol Rische gave comments on the SCADA system, and mentioned a service contract between the City and IIBMWD.

Council and the public were given an opportunity to ask clarifying questions.

Follow-up on Public Agency Risk Sharing Authority of California (PARSAC) Meeting

City Manager Berchtold gave an overview on the recent PARSAC workshop meeting and some of the open issues he observed. Mayor McCall-Wallace mentioned a couple more items.

Council discussed these open items. The issue of the Horse Arena and how to manage this program was discussed. City Manager Berchtold suggested staff look into all safety issues of arena, and create an actual budget of what it costs to maintain the arena, without the improvements that will be needed. It was also suggested that possibilities for the management of the Horse Arena be brought to

Mayor McCall-Wallace brought up the issues of Harassment Training for councilmembers. It was suggested council find these trainings online.

The issue of volunteers was also discussed and the procedure of all volunteers filling out the required forms.

City Manager Compensation and Desired Attributes of City Manager

Mayor McCall-Wallace asked council for a list of desired attributes of a City Manager to aid her and Councilmember Lynch as they revise the brochure for recruitment.

Councilmembers weighed in on desired attributes to include as well as the recruitment process. The public was also given a chance to give input on desired attributes and compensation.

Council asked City Manager Berchtold on his insight from when he went through the process.

It was suggested that council decide the level of experience for the position. After discussion, Council came to a consensus that a department head with no manager experience.

Compensation amounts were discussed after the discussion on position experience.

Councilmember Jones *motioned to direct the committee to proceed with the brochure and to put in a salary range of \$80,000-\$90,000 and to bring the brochure back to council for review.*

Councilmember Sawatzky seconded. The motion carried unanimously.

City Council Committee Reassignments

Mayor McCall-Wallace noted the reason for this item to be on the agenda. Council discussed current assignments and desired new assignments.

The Council Committee assignments were assigned as follows:

Mayor McCall-Wallace – Primary: Mayor Select Committee, League of California Cities, Association of California Water Agencies Joint Powers (ACWA), Blue Lake Public Safety Commission/Sheriff Liaison, Humboldt County Association of Governments (HCAOG)
Alternate: Mad River Alliance, Blue Lake Fire Department Liaison

Councilmember Kullmann – Primary: Mad River Alliance, Water Task Force (HBMWD)
Alternate: Mayor Select Committee, ACWA, Redwood Coast Energy Authority (RCEA)

Councilmember Lynch – Primary: Blue Lake Parks and Recreation Commission Liaison, Blue Lake Fire Department Liaison, RCEA
Alternate: Indian Gaming Grant Funds Commission/Blue Lake Rancheria Liaison

Councilmember Sawatzky – Primary: Indian Gaming Grant Fund Commission/Blue Lake Rancheria Liaison, Redwood Regional Economic Development Commission (RREDC)
Alternate: League of California Cities, Blue Lake Public Safety Commission, Blue Lake Business Liaison, Humboldt Waste Management Authority (HWMA), HCAOG

Councilmember Jones – Primary: Blue Lake Business Liaison, HWMA
Alternate: Blue Lake Parks and Recreation Commission, Water Task Force (HBMWD), RREDC

Consent Agenda

Items a & b were pulled from the consent agenda.

Councilmember Kullmann *motioned to adopt the consent agenda items c-j:*

c: Minutes from June 23, 2015 – Regular Meeting

d: Minutes from June 24, 2015 – Council and Commissions Workshop

e: Minutes from June 30, 2015 – Special Meeting

f: Warrants/Disbursements June 2015

g: Monthly Financials May 2015

h: Grant approval for Street Resurfacing on Railroad Ave.

i: Personnel Policy Change to Section 4.12.0: Loss or Damage of Employee's Personal Property

j: Proposal from Anderson, Lucas, Summerville and Borges, LLP

Councilmember Sawatzky seconded. The motion carried unanimously.

Minutes from June 20, 2015 – Special Meeting (Consent Agenda item a)

Councilmember Kullmann *motioned to approve the Minutes from June 20, 2015.* Councilmember Sawatzky seconded. The motion carried with the following vote:

Ayes – McCall-Wallace, Kullmann, Lynch, Sawatzky

Nays – none

Abstain – Jones

Minutes from June 23, 2015 – Special Meeting (Consent Agenda item b)

Councilmember Kullmann *motioned to approve the Minutes from June 20, 2015.* Councilmember Sawatzky seconded. The motion carried with the following vote:

Ayes – McCall-Wallace, Kullmann, Lynch, Sawatzky

Nays – none

Abstain – Jones

9:30 p.m. – Mayor McCall-Wallace checks in with council on finishing the agenda.

Councilmember Kullmann *motioned to finish the agenda as expeditiously as possible.*

Councilmember Sawatzky seconded. The motion carried unanimously.

Reports of Council and Staff

City Manager Berchtold gives an overview of the report from the Parks and Recreation Director, Cameron Mull.

Councilmember Sawatzky reported on the HWMA meeting he attended as alternate. It was a closed meeting.

Councilmember Lynch – none

Councilmember Kullmann reported that the Mad River Alliance Partners meeting will be on July 30, 2015.

Councilmember Jones reported on the success of Annie and Mary Days.

Mayor McCall-Wallace reported on the transition of Sheriff Deputies and informed Council of the new deputy for the night shift, Deputy Seth Crosswhite.

Future Agenda Items

- Division of City Clerk/Office Manager
- Advertising/recruitment of City Manager

Correspondence

There was no correspondence. An informational item regarding e-cigarette regulation was given to Council in the packet.

Motion to Adjourn

Councilmember Sawatzky *motioned to adjourn*. Councilmember Kullmann seconded. The motion carried unanimously. Meeting adjourned at 9:43 p.m.

April Sousa,
Deputy City Clerk



CITY OF BLUE LAKE

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14 b

To: Mayor and City Council
From: John Berchtold, City Manager
Date: July 28, 2015
Subject: Recommendation to Accept Proposal from Quality Code Publishers for Codification

Staff recommends that the proposal from Quality Code (estimated initial cost of \$8,925), be accepted. Two other proposals were received Code Publishing, with an estimated initial cost of \$9,375, and Municode, with an estimated initial cost of \$8,650.

Quality Code comes highly recommended from independent reference checks. Deputy City Clerk April Sousa very much appreciated their friendliness, personal communications and prompt customer service.

So what happens in a codification? Every ordinance is carefully considered for inclusion in a code. The code itself will be divided into various titles and chapters, and in some cases, divisions. A legal review is also conducted to make certain that City ordinances are in compliance with state statutes. Each ordinance will be listed and disposition. Lastly, there is a very useful index at the end of the code for the user. Now one final bonus, the code is placed online and is searchable by title, subject, keyword, etc.

In summary, a code eliminates the need for a user to research every ordinance of the City on a specific topic. The code itself groups subjects together. Combined with the internet search feature, these provide the most comprehensive and current status of City of Blue Lake Ordinances. This will prove extremely helpful to a new City Manager as well as current and future council members.

Rationale for Acceptance of Quality Code Proposal

- Price is fair and in mid-range of three proposals. (note: value of Quality Code proposal trumps price.)
 - Substantial California experience with 107 clients.
 - Deputy City Clerk reports that work will be customized (not cookie cutter) also personal attention will be given.
 - Supplemental options are ideal for a small City.
 - If requested, the cost of the project can be spread over two fiscal years, making it easier on budgets. In Blue Lake's case, I recommend preparation ASAP.
 - Through negotiation, the City will receive five (5) hard binders (for City Hall, Library, City Attorney, City Clerk, and City Planner)
-



CITY OF BLUE LAKE

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14c

June 23, 2015

AMENDED TIMELINE

Milestones	Deadline
Execute contract with the City for engineering services	February 20, 2015
Obtain topographic survey and soil investigation results	March 6, 2015
Submit Schematic Design to the City for review	March 13, 2015
Submit 90% Construction Documents for City Review	June 9, 2015
Submit 90% Construction Docs and Amended Budget, Timeline to CDBG	June 23, 2015
Final Construction Documents & RFP ready	July 15, 2015
Begin Advertising Project	August 3, 2015
Bidders Conference	August 12, 2015
10-Day wage update	August 25, 2015
Bid Opening	September 3, 2015
Award Contract	September 8, 2015
Pre-Construction Meeting / Notice to Proceed	September 15, 2015
Start Construction	September 16, 2015
End Construction	October 30, 2015

City Manager's Report

- For a small group of four (4), Public Works accomplishes a lot. They recently re-did the outdoor bar at Perigot Park. Take a look at it.
- The Party Room at Prasch Hall is almost done. Some painting and a re-cleaning of the floor is all that is left. This room will be available for rent for all occasions, which will be a REVENUE source.
- 650 Chartin Way – by meeting time, the gas meter shall be pulled. A proposal is forthcoming for City Council to Consider for boarding up the windows and doors.
- Green Waste day is August 1, 2015.
- Yard sale day in Blue Lake is August 15, 2015



LOW CARBON MICROGRID LAUNCH EVENT



Please Join Us!

A Celebration of Clean Energy, Climate Action—Launch of a Low-Carbon Community Microgrid

- When:** Monday, August 24, 2015 | 1:00PM
- Where:** Blue Lake Rancheria, 428 Chartin Road, Blue Lake, CA 95525
- Hosted By:** The Schatz Energy Research Center at Humboldt State University & The Blue Lake Rancheria
- Details:** In celebration of extraordinary partnerships and outstanding results in clean energy and strategic climate action in Humboldt County, we gather to launch our latest local project: a low-carbon community microgrid with 0.5MW of solar energy and 800kWh of battery storage. Primarily funded by the California Energy Commission, and led by the Schatz Energy Research Center and Humboldt State University, this project will enhance Blue Lake Rancheria's emergency site capabilities and demonstrate the latest microgrid technologies.
- Schedule:**
- 11:00 AM-12:30 PM:** Refreshments, mingling, project information (at Sapphire Palace)
- 12:30 PM-12:45 PM:** Short Walk to Microgrid Site behind hotel
- 1:00 PM:** **Remarks at Microgrid Site**
- Speakers: Blue Lake Rancheria, Schatz Energy Research Center, Humboldt State University President Lisa Rossbacher (confirmed), U.S. Congressman Jared Huffman (confirmed), California Energy Commission (invited), Leaders from Siemens, Pacific Gas & Electric Co., and other project partners (invited).*
- 1:45 PM:** **Place Ceremony** (at Microgrid Site, rain or shine)
- 2:00 PM-4:00 PM:** Refreshments, mingling, project information (at Sapphire Palace)

RSVP: Please email name and number of guests to:
info@bluelakerancheria-nsn.gov

Directions: From CA Hwy 101 N/S, take CA Hwy 299 E
Take "Blue Lake" exit; stay right off the exit
At the roundabout take the first right
Follow signs to parking or valet at casino entrance
Note: local airport is Eureka/Arcata ("ACV"); 15 min from BLR

Lodging: Blue Lake Hotel (onsite)
Reservations, call 707.668.9770 x2880
Mention "Clean Energy Celebration"
Rates 8/21-8/26/15: \$109-\$128/night (gov't rates available)
Old-growth Redwoods and Pacific Ocean beaches nearby.



BLUE LAKE RANCHERIA
A Federally Recognized Tribe



Schatz Energy Research Center

SERC

BLUE LAKE RANCHERIA
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Phone: 707.826.4345 | Fax: 707.826.4347
schatzlab.org

April Sousa

From: John Amirkhan
Sent: Monday, July 20, 2015 8:18 AM
To: April Sousa
Cc: 'John Berchtold'
Subject: Planning Commission



April,

Please convey to the commission that I no longer can serve the city as a planning commissioner.

I apologize for the sudden notice, but my current family situation makes it impossible for me to serve effectively.

I thank the city for allowing me to be part of the process.

Regards,



John Amirkhan
Project Manager
Crestmark Architectural Millworks, Inc.
4701 West End Road,
Arcata, CA 95521